



# County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

March 14, 2012

TO: Supervisor Zev Yaroslavsky, Chairman  
Supervisor Gloria Molina  
Supervisor Mark Ridley-Thomas  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

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MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

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Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

FROM: William T Fujioka  
Chief Executive Officer

Lisa M. Garrett  
Director of Personnel

## STATUS REPORT ON LIVE SCAN FEASIBILITY

On February 28, 2012, upon the motion of Supervisor Molina, your Board directed the Chief Executive Office (CEO) and the Department of Human Resources (DHR) to report on the status of the Live Scan Feasibility Study, along with an implementation plan for conducting live scans in the remaining County departments. As instructed, this memorandum provides the status of the Live Scan Feasibility Study and implementation plan, and provides an update on the Countywide Live Scan program enhancements.

On March 8, 2012, the CEO and DHR presented the draft Live Scan Feasibility Study and implementation plan to the Operations Cluster Board Deputies. The draft report is near completion and the Live Scan Steering Committee is working to resolve the remaining issues related to the Live Scan of current employees and contract personnel.

On March 16, 2012, the CEO and DHR will convene a meeting for the Board Offices to consider your Board's input regarding the Live Scan direction and policy. In addition, any offices requesting separate briefings will be accommodated. The final report will be submitted for your Board's review within thirty (30) days.

*"To Enrich Lives Through Effective And Caring Service"*

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In addition to the Feasibility Study, the following enhancements have been made to the Countywide Live Scan operations by DHR:

- Implemented the Federal level criminal background checks for all executive level and unclassified candidates for hire and promotion.
- Established a Central Live Scan Unit to monitor compliance with the Department of Justice (DOJ) Live Scan requirements and County Live Scan policy, and provide guidance and customer assistance to County departments to expedite the hiring process. The Central Live Scan Unit currently conducts fingerprint-rolling services for ten (10) customer departments.
- Negotiated and entered into a memorandum of understanding with the Los Angeles Superior Court to provide DHR Central Live Scan staff access to court records through the Superior Court Document and Data Exchange Service. This service allows DHR to assist County departments in obtaining court records in a cost-effective and timely manner in order to validate criminal history information and expedite the job nexus and employment suitability decision-making process.
- Established a process to assist and ensure the compliance of County departments with the Department of Justice, Custodian of Records confirmation requirements.
- Implemented a Live Scan Web Scheduler for client departments that automated the scheduling of Live Scan appointments.

If you have any questions regarding this matter, please contact Ellen Sandt, at (213) 974-1186, or Lisa M. Garrett, at (213) 974-2406.

WTF:EFS  
LMG:EP:ef

c: Executive Office, Board of Supervisors  
County Counsel